

PRIVACY IMPACT ASSESSMENT
Privacy Act System of Records
S180.25, entitled "Public Affairs Subscription Mailing List"

1. **Department of Defense Component:** Defense Logistics Agency.
2. **Name of IT System:** N/A.
3. **Budget System Identification Number (SNAP-IT Initiative Number):** N/A.
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)):** N/A.
5. **IT Investment Unique Identifier (OMB Circular A-11):** N/A.
6. **Privacy Act System of Records Notice Identifier:** S180.25, entitled "Public Affairs Subscription Mailing Lists."
7. **OMB Information Collection Number and Expiration Date:** OMB No. 0704-0430, expires March 31, 2008; entitled "Defense Logistics Agency Readership Survey for Loglines Magazine."
8. **Authority to collect information:** 5 U.S.C. 301 Departmental Regulations and 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics.
9. **Brief Summary:** Information is collected and maintained on individuals who are interested in subscribing to receive DLA publications / news releases. Information will also be used to perform statistical analyses of reader interest and opinion.
10. **Identifiable information to be Collected and Nature and Source:** Information collected includes individual's name, email and mailing addresses, home or business telephone number, customer number, and publication(s) of interest. Individuals provide the information when they subscribe to receive DLA publications/news releases.
11. **Method of information collection:** Information is collected directly from the individual subscriber via a DLA website. The website depends on which DLA activity is responsible for the publication/news release.
12. **Purpose of the collection:** Information is collected for the purpose of fulfilling requests for DLA publications/news releases. Information will also be used to perform statistical analyses of reader interest and opinion.
13. **Data uses:** Data is used to send DLA publications/news releases to subscribers.
14. **Does system derive / create new data about individuals through aggregation:** N/A.

15. Internal and External Sharing:

Internal to DLA: Information is used to fill subscription requests for DLA publications/news releases.

External to DLA: Information is maintained in a DLA Privacy Act system of records. Information may be provided under any of the DOD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted: The subject individual initiates the collection and maintenance of his/her information for the purpose of receiving DLA publications/news releases. The individual is provided a Privacy Act Statement at the time they subscribe to receive publications/news releases.

17. Information Provided the Individual at Collection, the Format, and the Means of Delivery:

-- A Privacy Act system of records notice was published in the Federal Register with a 30 day public comment period. Forms that collect personal data contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

-- DLA Code of Fair Information Principles governs all Privacy Act data collections. While not provided at the collection point, the Principles are contained in DLA Privacy Act training module "Privacy Act 101" – mandatory training for all DLA civilian employees, military members, and contractors. The DLA workforce is required to be aware of the Principles to fulfill their duties in handling third party personal data and in learning their Privacy Act rights.

18. Data Controls: Administrative, physical and technical safeguards employed by the DLA Public Affairs Offices are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure. Access is limited to those individual who require the records in the performance of their official duties. Access is further restricted by the use of passwords which are changed periodically. Physical entry is restricted by the use of locks, guards, and administrative procedures.

19. Privacy Act Interface: The system is covered by a Privacy Act system of records notice, S180.25, entitled "Public Affairs Subscription Mailing Lists."

20. Potential privacy risks regarding the collection, use, and sharing of the information, dangers in providing notices or opportunities to object/consent or to providing notices to the individual; risks posed by the adopted security measures:

Threats: Data elements are initially collected and maintained in a secure system. Data sharing occurs only among individuals authorized access to the system as stated in the governing

Privacy Act system notice. All system users are made aware of restrictions on secondary uses of the data by initial and refresher Privacy Act and Information Assurance training.

Dangers: There are no dangers in providing notice of the collection or allowing an individual to object/consent. Therefore, individuals are given this opportunity at times of notice publication and data collection via a Privacy Act Statement. Individuals are free to raise objections if new threats are perceived.

Risks: The security risks associated with maintaining data in an electronic environment have been mitigated through administrative, technical, and physical safeguards described in this document. The safeguards in place are commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the data.

21. Classification and Publication of Privacy Impact Assessment.

Classification: Unclassified.

Publication: This document will be published either in full or in summary form on the DLA public website, http://www.dla.mil/public_info/efoia/privacy.asp.

Data Owner:

Name: Ronald Sullivan (Signature)
Title: Director, DLA Public Affairs, HQ DLA
Work Phone Number: [REDACTED]
Email: [REDACTED]

01/16/07
(Date)

Information Assurance Officer:

Name: [REDACTED] (Signature)
Title: Information Assurance Manager
Work Phone Number: [REDACTED]
Email: [REDACTED]

1/19/2007
(Date)

Privacy Act Officer:

Name: Lewis Oleinick (Signature)
Title: Acting Team Leader, FOIA/Privacy Act Office
Work Phone Number: [REDACTED]
Email: [REDACTED]

1/16/2007
(Date)

DLA Privacy Technology Advisor:

Name: Lewis Oleinick (Signature)
Title: DLA Privacy Technology Advisor
Work Phone Number: [REDACTED]
Email: [REDACTED]

1/16/2007
(Date)

Reviewing Official:

Name: Mae De Vincentis (Signature)
Title: DLA Chief Information Officer
Work Phone Number: [REDACTED]
Email: [REDACTED]

05/16/07
(Date)